

PROGRAM 2091S, December 1, 2012 through November 30, 2013
 This is the base year, this contract has a 4 year extension potential
 SHORT-RUN COPYING

EM NO. & DESCRIPTION	BASIS OF AWARD	Copy Right Billings, MT		Midland Printing Billings, MT		PREVIOUS Midland Printing	
		UNIT RATE		UNIT RATE		UNIT RATE	
Format "A" : Up to and including 8-1/2 x 11" Format "B" : Over 8-1/2 x 11", up to and including 11 x17"							
COPYING, BINDING, PACKING AND DISTRIBUTION:							
(a) Color Copying:							
(1) Text pages in color including cost of loose-leaf binding - per 100 copies.							
(1) Format "A".....	3684	22.00	81048.00	22.00	81048.00	22.00	81048.00
(2) Format "B".....	148	30.00	4440.00	30.00	4440.00	30.00	4440.00
(b) Black Copying:							
(1) Text pages in black including cost of loose-leaf binding - per 100 copies.							
(1) Format "A".....	6842	1.50	10263.00	1.50	10263.00	1.50	10263.00
(2) Format "B".....	275	1.70	467.50	1.70	467.50	1.70	467.50
(2) Tabbed Dividers in black including cost of stock and collating into text, per 100 copies.							
(1) Format "A".....	134	6.50	871.00	15.00	2010.00	10.00	1340.00
PAPER (Per 100 leaves):							
(a) White Writing (20 lb):							
(1) Format "A".....							
(1) Format "A".....	1842	0.70	1289.40	0.90	1657.80	0.85	1565.70
(2) Format "B".....	91	1.50	136.50	1.80	163.80	1.70	154.70
(b) Colored Writing (20 lb):							
(1) Format "A".....							
(1) Format "A".....	526	0.80	420.80	1.10	578.60	1.00	526.00
(2) Format "B".....	32	2.58	82.56	1.70	54.40	2.50	80.00
(c) White Laser (28 lbs):							
(1) Format "A".....							
(1) Format "A".....	1895	2.50	4737.50	2.50	4737.50	2.50	4737.50
(2) Format "B".....	34	4.66	158.44	5.00	170.00	5.00	170.00
(d) White Index (110 lb):							
(1) Format "A".....							
(1) Format "A".....	79	2.52	199.08	3.00	237.00	3.00	237.00
(2) Format "B".....	15	5.24	78.60	6.00	90.00	6.00	90.00
(e) Colored Index (110 lb):							
(1) Format "A".....							
(1) Format "A".....	53	3.40	180.20	3.50	185.50	3.50	185.50
(2) Format "B".....	13	6.39	83.07	7.00	91.00	7.00	91.00
(f) White Vellum Cover (65 lb):							
(1) Format "A".....							
(1) Format "A".....	47	1.70	79.90	2.00	94.00	2.00	94.00
(2) Format "B".....	11	3.40	37.40	4.00	44.00	4.00	44.00
(g) Colored Vellum Cover (65 lb):							
(1) Format "A".....							
(1) Format "A".....	32	1.70	54.40	2.40	76.80	2.10	67.20
(2) Format "B".....	17	3.40	57.80	4.00	68.00	4.20	71.40
(h) Imitation Parchment (24 lb):							
(1) Format "A".....							
(1) Format "A".....	53	2.40	127.20	3.00	159.00	3.00	159.00
(i) White & Colored Carbonless Bond CF (20 lb):							
(1) Format "A".....							
(1) Format "A".....	105	2.10	220.50	3.00	315.00	3.00	315.00
(j) White & Colored Carbonless Bond CFB (20 lb):							
(1) Format "A".....							
(1) Format "A".....	211	2.85	601.35	3.20	675.20	3.20	675.20
(k) White & Colored Carbonless Bond CB (20 lb):							
(1) Format "A".....							
(1) Format "A".....	105	2.50	262.50	3.00	315.00	3.00	315.00
(l) Clear plastic sheeting (0.01 to 0.015" thick)							
(1) Format "A".....							
(1) Format "A".....	105	14.00	1470.00	3.00	315.00	20.00	2100.00
ADDITIONAL OPERATIONS:							
(a) Punch and bind with suitable plastic combs - per 100 books.....							
(a) Punch and bind with suitable plastic combs - per 100 books.....	2	100.00	200.00	100.00	200.00	100.00	200.00
(b) Punch and bind with suitable plastic coils - per 100 books.....							
(b) Punch and bind with suitable plastic coils - per 100 books.....	34	100.00	3400.00	100.00	3400.00	100.00	3400.00
(c) Band with suitable rubber bands - per 100 books.....							
(c) Band with suitable rubber bands - per 100 books.....	2	N/C		N/C		N/C	
(d) Saddle stitch, collate, stitch and trim three sides, per 100 books.....							
(d) Saddle stitch, collate, stitch and trim three sides, per 100 books.....	4	45.00	180.00	45.00	180.00	45.00	180.00
(e) Drilling up 3 holes, per 100 leaves.....							
(e) Drilling up 3 holes, per 100 leaves.....	1445	N/C		N/C		N/C	
(f) Pad in 50 or 100 sheets with regular padding compound, per 100 pads.....							
(f) Pad in 50 or 100 sheets with regular padding compound, per 100 pads.....	3	25.00	75.00	25.00	75.00	25.00	75.00
(g) Computer time work, per hour.....							
(g) Computer time work, per hour.....	8	25.00	200.00	25.00	200.00	25.00	200.00
(h) Fold with one or two folds, per 100 leaves.....							
(h) Fold with one or two folds, per 100 leaves.....	192	2.50	480.00	2.50	480.00	2.50	480.00
(i) Collating pages, foldins, dividers and/or covers, per 100 leaves.....							
(i) Collating pages, foldins, dividers and/or covers, per 100 leaves.....	1086	2.50	2715.00	5.00	5430.00	2.50	2715.00
(j) Apply pressure sensitive closure tabs to books, and/or pamphlets, per 100 tabs...							
(j) Apply pressure sensitive closure tabs to books, and/or pamphlets, per 100 tabs...	14	5.00	70.00	5.00	70.00	2.50	35.00
(k) Apply or print mailing indicia and/or mailing addresses to books, pamphlets, or envelopes, cost per 100 addresses.....							
(k) Apply or print mailing indicia and/or mailing addresses to books, pamphlets, or envelopes, cost per 100 addresses.....	10	5.00	50.00	5.00	50.00	5.00	50.00
(l) Stuff & seal Gov't furnished envelopes, cost per 100 envelopes.....							
(l) Stuff & seal Gov't furnished envelopes, cost per 100 envelopes.....	10	20.00	200.00	5.00	50.00	5.00	50.00
(m) Laminating with 0.003" to 0.005" thick laminating on one or two sides of 8-1/2 x 11" sheet, cost per 100 sides.....							
(m) Laminating with 0.003" to 0.005" thick laminating on one or two sides of 8-1/2 x 11" sheet, cost per 100 sides.....	155	40.00	6200.00	25.00	3875.00	50.00	7750.00
CONTRACTOR TOTALS			\$121,136.70		\$122,266.10		\$124,371.70
DISCOUNT		3.00%		NET		NET	
DISCOUNTED TOTALS		10 days	\$121,136.70	30 days	\$122,266.10	30 days	\$124,371.70

AWARDED

Reviewed by: _____

U.S. GOVERNMENT PRINTING OFFICE
Seattle, Washington

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Short-Run Copying

as requisitioned from the U.S. Government Printing Office (GPO) by the

Department of Health and Human Services
Public Health Service/Indian Health Service
Billings, Montana

Single Award

The term of this contract is for the period

beginning December 1, 2012, and ending November 30, 2013

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the products ordered under this contract will be located within a 25-mile radius of Billings, Montana.

Any bidder intending to use production facilities outside this area should furnish information, with the bid (see page 14), which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

BID OPENING: Bids will be publicly open at 2:00 P.M., prevailing Seattle, WA, time on November 15, 2012.

Fill out and mail Section 4; Schedule of Prices; of this specification with a copy of the 910 form to: U.S. GOVERNMENT PRINTING OFFICE; 4735 E. Marginal Way South; Seattle; Washington; 98134. Mark your bid "ATTN: 2091-S" on the outside of the envelope.



The following web address will allow you to print a copy of the 910 form.
<http://www.gpo.gov/pdfs/vendors/sfas/bids910.pdf>



The following web address will allow you to print a copy of the current pricing abstract.
<http://www.gpo.gov/gpo/abstracts/abstract.action?region=Seattle> Scroll down and click on 2091-S. The spread sheet will be in a PDF format.

For information of a technical nature call Felicia Buchko, Ext. #3, or email fbuchko@gpo.gov, other questions should be directed to the contract administrator, Lautretz Moore, Ext. #2, or email lmoore@gpo.gov, Phone: (206) 764-3726 (no collect calls).

SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract, which results from this Invitation for Bid, will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 6/01)), and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised December 1992)).



<http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf> <http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>

The above links will enable viewing of the most current versions of the afore mentioned documents.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing Attributes -- Level III.
- (b) Finishing Attributes -- Level III.

Inspection Levels (from MIL-STD-105):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Government furnished material.
P-9. Solid and Screen Tint Color Match	Government furnished material or The Pantone Matching System.
P-10. Process Color Match	Government furnished material.

SUBCONTRACTING: The predominant production function is press work.

OPTION EXTENSION OF CONTRACT TERM: The Government may extend the term of this contract by written notice to the contractor no later than 30 days before the contract expires. If the Government exercises this option, the extended contract will include all provisions herein. The total duration of this contract, including the exercise of any options, will not exceed five years.

ECONOMIC PRICE ADJUSTMENT: The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that in no event will prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated. Price adjustment period: For the purpose of this clause, the program years shall comply with the Contract Term clause on page 1. There shall be no price adjustment for orders placed during the first program year of this contract.

Price adjustment: The prices shall be adjusted on the basis of the "Consumer Price Index For All Urban Consumers - Commodities Less Food", published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics, in the following manner:

- (1) The contract price of orders placed during the adjusted period (excluding reimbursable postage or transportation costs) shall be adjusted by the percentage increase or decrease in the average, seasonally adjusted Consumer Price Index as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the first program year of the contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the price adjustment period.
- (2) **The Government will notify the contractor in writing of the percentage increase or decrease to be applied** to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

LIMITATION OF PERFORMANCE AND CONTRACTOR OBLIGATIONS: Funds are available for performance of this contract for the first program period only. The amount of funds available at award is not considered sufficient for the performance required for any program period other than the first program period. When additional funds are available for the full requirements of the next succeeding program period, the Contracting Officer shall, not later than the date specified in the "Options" clause (unless a later date is agreed to), so notify the contractor in writing.

The Government's obligation to the contractor, as specified and limited under this contract, extends only to work under program period requirements for which funds have been made available and as obligated by each print order.

The contractor is not obligated to incur costs for the performance required for any program period after the first unless written notification is received from the Contracting Officer of an increase in availability of funds. If so notified, the contractor's obligation shall increase only to the extent contract performance is required for the additional program period for which funds have been made available.

If this contract is terminated under the "Termination for the Convenience of the Government" clause "total contract price" in that clause means the amount available for performance of this contract, as provided for in this clause. The term "work in process" in that clause means the work under program period requirements for which funds have been made available. If the contract is terminated for default, the Government's rights under this contract shall apply to the entire multiperiod requirements.

FACSIMILE BIDS: The solicitation provision in GPO Contract Terms (Pub. 310.2) permitting facsimile bids means a bid that has been transmitted to and has been received by a commercial enterprise via facsimile and subsequently delivered to the Government. **Facsimile bids transmitted to GPO offices will not be considered.**

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct a pre-award survey or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

ORDERING: Items to be furnished under this contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under this contract from December 1, 2012 through November 30, 2013. All print orders issued hereunder are subject to the terms and conditions of this contract. This contract shall control in the event of conflict with any print order. When mailed, a print order shall be "issued" for purposes of this contract at the time the Government deposits the order in the mail.

PAYMENT: Submit all vouchers to: Comptroller, Stop FMCE, Financial Management Service, U.S.



Government Printing Office, Washington D.C., 20401. Using the GPO barcode cover sheet and faxing your invoice to GPO is the fastest and safest method of being paid. Your voucher goes directly into the electronic database of vouchers and is scheduled for payment. The following website address will allow you to create the GPO payment barcode cover page. <http://winapps.access.gpo.gov/fms/vouchers/barcode/>

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1. The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any. Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source. The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations. Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

RECOVERED MATERIALS PROGRAM: The Government Printing Office is promoting the use of recovered materials in its contracts to the maximum extent practicable, provided all specification requirements are met. Offerors are encouraged to supply paper and paper products that contain recovered materials even in the absence of a specific solicitation provision or contract clause requiring such materials. Recovered materials shall mean "recovered fiber" or "postconsumer recovered fiber" as defined in "Government Paper Specification Standards No. 12," published by the Joint Committee on Printing. However, when used in conjunction with the cotton/linen content of paper, "recovered fiber" means a postconsumer fiber and "recovered material" means a preconsumer fiber.

By submission of a bid or offer, or by substantial performance on a small purchase, the offeror certifies that the paper to be supplied contains at least the minimum percentage of recovered materials in the paper products as specified. This certification concerns a matter within the jurisdiction of an agency of the United States, and the making of a false, fictitious or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001. The Government reserves the right to require proof of such certification prior to first delivery and thereafter as may be otherwise provided for under the provisions of the contract.

When the use of recovered materials is specified, the contractor shall maintain manufacturer/mill accounting and record summaries on the fiber weight content used as feed stock, for the purposes of Government audit, that will verify (a) the contractor's certification of the minimum percentage of recovered materials used in the performance of the contract, (b) that the paper and paper products are in compliance with the specification requirements, and (c) the paper is manufactured in accordance with the Environmental Protection Agency (EPA) Paper Products Recovered Materials Advisory Notice (61 FR 26985, May 29, 1996) whether the products are manufactured by the contractor or another paper mill. The contractor, if not the manufacturer, shall obtain this information from the paper manufacturer. The contractor shall maintain, and make available to the Government, these documents for one year after the expiration of the contract. Nothing in this clause shall excuse the contractor from furnishing the specified paper.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of books, pamphlets and cut-forms on a fast schedule requiring such operations as copying/duplicating, binding, packing and delivery.

TITLE: Short-Run Copying.

FREQUENCY OF ORDERS: Approximately 190 orders per year, with 102 under format "A" and 88 under format "B".

Tabbed dividers: Approximately 14 orders will require 8 tabbed dividers per set, with 120 sets per order. Dividers will be from 1/10 cut to 1/3 cut non-mylared and drilled if required. All tabbed dividers will be produced on White Index, 110 lbs.

QUANTITY: Approximately 120 copies per order under format "A", and 40 under format "B".

NUMBER OF PAGES: Approximately 86 pages under format "A", and 12 under format "B".

TRIM SIZE: Format "A" is up to and including 8-1/2 x 11". Format "B" is any trim size over 8-1/2 x 11" up to and including 11 x 17".

Tabbed divider trim size: 8-1/2 x 11" with a 1/2" tab, for an overall trim size of 9 x 11".

GOVERNMENT TO FURNISH:

Camera copy consisting of line art to be reproduced at various focuses.

CD or DVD ROM, both IBM and/or Macintosh compatible. Software could include but is not limited to: CorelDraw, PhotoShop, PageMaker, InDesign, Quark XPress, PostScript and PDF files. Software will be in a variety of versions. Printer fonts will be provided on the disk. The contractor must have the latest software versions.

Print orders.

Mailing address list. Mailing list will either be hard copy or digital.

Print orders.

Envelopes.

One reproduction proof (image size 7-7/8 x 6-1/8") for shipping container labels.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in the electronic files, must not print on finished product.

CONTRACTOR TO FURNISH:

All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

The contractor will host a website with secure FTP service using either Secure Sockets Layer (SSL) or Transfer Layer Security (TLS) encryption. The servers must be redundant and located in a secure, locked, climate controlled, fire-resistant facility. This web site must allow the agency to post Government furnished material and print proofs from the site when required.

The contractor must provide website information allowing the ordering agencies to post and retrieve Government furnished materials from their secure website.

Prior to image processing, the contractor shall perform a basic preflight check of the furnished media and publishing files to assure correct output of the required reproduction image. If any errors, media damage, or data corruption that might interfere with proper file image processing are discovered during inspection by the contractor, work must be discontinued and further instructions should immediately be requested from the ordering agency.

This preflight must identify any problem areas with digital file submission and must include but not be limited to missing or damaged fonts, damaged disks, missing bleeds, improper trim size, and improper color definition. The Contractor is also responsible for creating or altering any necessary trapping, setting proper screen angles and frequency (unless indicated otherwise by the Government), and defining proper file output selection for the imaging device being used. All furnished files must be imaged as necessary to meet the assigned Quality Assurance Through Attributes Program (QATAP) level.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the specified quality level.

Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished.

The Government may accept, as digital deliverables, Postscript files, and Adobe Acrobat Portable Document Format (PDF) files. File type of the returned Government furnished materials will be specified on the print order.

COMPUTER TIMEWORK: Will consist of minor repairs and/or corrections required by the ordering agency on electronic camera copy. Timework will be rounded up to closest 15-minute increments. **Prior to work, the contractor will be required to inform the agency of the approximate time required for repairs or corrections.**

COPYING: Copying equipment must have a minimum of 1200 x 1200 DPI. Clear sharp reproduction is required. Reproduction must be with no appreciable visible shift or drift in color from the Government furnished materials. . Approximately 65% will be gray scale copying, while the balance will be color.

Tabbed dividers will require copying one side only.

The contractor has the option to use printing duplicators, offset printing or digital printing equipment in the production of the items ordered under this contract, as long as the desired quality level is maintained.

At the contractor's option: Print from duplicating masters imaged from camera copy furnished by the Department.

There will no imaging on the clear plastic sheeting.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated March, 2011.



http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf.

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP. The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color specified.

The paper to be used will be indicated on each print order.

White Writing, basis size 17 x 22", 20 lbs. per 500 sheets, equal to JCP Code D10.

Colored Writing, basis size 17 x 22", 20 lbs. per 500 sheets, equal to JCP Code D10.

White Laser, basis size 17 x 22", 28 lbs. per 500 sheets, equal to JCP Code O61.

White or Colored Index, basis size 25-1/2 x 30-1/2", 110 lbs. per 500 sheets, equal to JCP Code K10.

White or Colored Vellum-Finish Cover, basis size 20 x 26", 65 lbs. per 500 sheets, equal to JCP Code L20.

White Imitation Parchment, basis size 17 x 22", 24 lbs. per 500 sheets, equal to JCP Code H30.

White or Colored Carbonless Bond, CF, CFB, and CB; basis size 17 x 22", 20 lbs. per 500 sheets, equal to JCP Code O80.

Clear plastic sheeting to be used as book and pamphlet covers, approximately 0.010" to 0.015" thick.

MARGINS: Adequate gripper margins; follow reprint sample furnished.

BINDING: Bind as indicated on the print order. Various binding styles will be ordered as follows:

Looseleaf: Gather and trim four sides; stitch with one stitch in the upper left corner or two side stitches, as ordered.

Punch suitably for plastic comb or spiral binding; bind text and cover with suitable capacity combs or spirals as indicated on print order.

Band books with rubber band of suitable strength and capacity.

Saddle stitch with a cover or self-cover, trim three sides. Saddle stitch bind up to and including 8-1/2 x 11" finished trim size.

Drill 1/4" to 3/8" diameter holes, as specified on the print order.

Pad into sets of 50's to 100's sheets per pad. Use suitable 0.02" thick backing board on the bottom of each pad. Pad at the top of each pad with suitable padding compound or as indicated on the print order.

Fold with one of two parallel folds as indicated on the print order.

A collating charge will be allowed for any type of book binding. Flat forms will not have a collating charge.

Apply a pressure sensitive closure tab to books or pamphlets. Closure tabs must conform to the current U.S. Postal Service Regulations.

Apply or print the Government furnished mailing indicia and/or mailing addresses to books, pamphlets, or envelopes.

Stuff and seal Government furnished envelopes.

Laminating book covers or flat forms on one or two sides. Clear gloss lamination with 3 mil (.003") thick to 5 mil (.005") thick will be required. Items to be laminated will trim up to and including 8-1/2 x 11". Trim as indicated on the print order.

PACKING: Wrap Kraft paper or shrink-film in suitable units. Pack suitable quantities per shipping container. Each shipping container must not exceed 45 pounds when fully packed. Wrapping will be at no cost to the Government.

LABELING AND MARKING: Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

DISTRIBUTION: Deliver f.o.b. destination to:

Billings Area Indian Health Service
2900 4th Ave. North
Billings, MT 59101

And other locations in the Billings, MT area.

Upon completion, all Government furnished materials are to be returned to the ordering Department.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Government furnished material must be picked up from and delivered (f.o.b. destination) at the ordering Department--see address under "Distribution".

No definite schedule for pickup of material can be predetermined; however, it is anticipated that the following estimates will apply to the overall contract period.

The following schedule begins the workday of notification of the availability of print order and furnished material.

2 percent of the orders must be completed and delivered within 24 hours (one workday). These orders will usually require a quantity and number of pages below the averages specified in this contract. The balance of the orders will require delivery within from 2 to 3 workdays.

The ship/deliver date indicated on the print order is the date products ordered must be delivered to the destination(s) specified.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce 12 months' work under this contract.

These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for the term of this contract.

The following item designations correspond to those listed in the "Schedule of Prices":

	(1)	(2)
I. (a)(1)	3,684	148
(b)(1)	6,842	275
(2)	134	XXXXX
II. (a)	1,842	91
(b)	526	32
(c)	1,895	34
(d)	79	15
(e)	53	13
(f)	47	11
(g)	32	17
(h)	53	XXXXX
(i)	105	XXXXX
(j)	211	XXXXX
(k)	105	XXXXX
(l)	105	XXXXX
III. (a)	2	
(b)	34	
(c)	2	
(d)	4	
(e)	1,445	
(f)	3	
(g)	8	
(h)	192	
(i)	1,806	
(j)	14	
(k)	10	
(l)	10	
(m)	155	

SECTION 4.- SCHEDULE OF PRICES

SUBMISSION OF OFFERS AND EVALUATION: The offer shall be based upon supplying paper that meets or exceeds the minimum percentage of waste paper as required by this solicitation. By submission of an offer, offerors are certifying that the paper to be supplied contains at least the minimum percentage specified.

This certification concerns a matter within the jurisdiction of an agency of the United States, and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001. The Government reserves the right to require proof of such certification prior to first delivery and thereafter as may be otherwise provided for under the provisions of the contract.

Bids offered are f.o.b. destination.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government. Bids submitted with NB (No Bid), N/A or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 100 will be prorated at the per 100 rate.

The cost of paper will be charged under Item II.

Definition of page: one page equals one side of a sheet; there are 2 pages per sheet of paper.

I. COPYING, BINDING, PACKING AND DISTRIBUTION: Price quoted shall include the cost of all required materials and operations necessary for the complete copying, binding, and distribution of the products listed in accordance with these specifications.

		Format "A" 8-1/2 x 11" (1)	Format "B" 11 x 17" (2)
(a)	Color Copying:		
	1) Text pages in color including the cost of loose-leaf binding, per 100 copies.	\$ _____	\$ _____
(b)	Black Copying:		
	1) Text pages in black including the cost of loose-leaf binding, per 100 copies.	\$ _____	\$ _____
	2) Tabbed dividers in black. Including the cost of stock and collating into text. Cost per 100 tabbed dividers.	\$ _____	\$XXXXXXXXXX

(Initials)

II. PAPER: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered. The cost of any paper required for make-ready or running spoilage must be included in the prices offered.

Computation of the net number of leaves will be based on the following:

Format "A": 8-1/2 x 11".

Format "B": 11 x 17".

	Format "A" 8-1/2 x 11" (1)	Format "B" 11 x 17" (2)
	<u>Per 100 leaves</u>	
(a) White Writing (20 lbs)	\$ _____	\$ _____
(b) Colored Writing (20 lbs)	\$ _____	\$ _____
(c) White Laser (28 lbs)	\$ _____	\$ _____
(d) White Index (110 lbs)	\$ _____	\$ _____
(e) Colored Index (110 lbs)	\$ _____	\$ _____
(f) White Vellum Cover (65 lbs)	\$ _____	\$ _____
(g) Colored Vellum cover (65 lbs)	\$ _____	\$ _____
(h) Imitation Parchment (24 lbs)	\$ _____	\$XXXXXXXX
(i) White and Colored Carbonless Bond CF (20 lbs)	\$ _____	\$XXXXXXXX
(j) White and Colored Carbonless Bond CFB (20 lbs)	\$ _____	\$XXXXXXXX
(k) White and Colored Carbonless Bond CB (20 lbs)	\$ _____	\$XXXXXXXX
(l) Clear plastic sheeting (0.01 to 0.015" thick)	\$ _____	\$XXXXXXXX

III. ADDITIONAL OPERATIONS: The following are charges that are in addition to Item I. These charges will only be allowed when specified on the print order.

(a) Punch and bind with suitable plastic combs, per 100 books.	\$ _____
(b) Punch and bind with suitable plastic coils, per 100 books.	\$ _____
(c) Band with suitable rubber band, per 100 books.	\$ _____
(d) Saddle stitch, collate, stitch and trim three sides per 100 books.	\$ _____
(e) Drilling up 3 holes, per 100 leaves.	\$ _____
(f) Pad in 50's or 100 sheets with regular padding compound, per 100 pads.	\$ _____
(g) Computer time work on electronic camera copy corrections, per hour.	\$ _____
(h) Fold with one or two folds, per 100 leaves.	\$ _____
(i) Collating pages, foldins, dividers and/or covers, per 100 leaves.	\$ _____
(j) Apply pressure sensitive closure tabs to books and/or Pamphlets cost per 100 closure tabs.	\$ _____
(k) Apply or print mailing indicia and/or mailing addresses to books, pamphlets, or envelopes, cost per 100 addresses.	\$ _____
(l) Stuff and seal Government furnished envelopes, cost per 100 envelopes.	\$ _____
(m) Laminating with clear .003 to .005" lamination, laminating per page of 8-1/2 x 11" sheets. Cost per 100 sides.	\$ _____

 (Initials)

NOTICE: Bidders "outside" the assumed production area specified on page one of these specifications should complete the following information.

My production facilities are located within the assumed area of production: _____yes _____no.

Proposed carrier(s) for pickup of Government furnished material: _____.

Number of hours from acceptance of print order to pickup of Government furnished material: _____.

Number of hours from pickup of Government furnished material to delivery at contractor's plant: _____.

Proposed carrier(s) for delivery of completed product: _____.

Number of hours from notification to carrier to pickup of completed product: _____.

Number of hours from pickup of completed product to delivery at destination: _____.

BIDDER'S NAME AND SIGNATURE: Fill out and return all pages in "Section 4.- Schedule of Prices", initial or sign each in the space provided, and submit with the GPO Form 910, "Bid". Only the original is required. **Do not enter bid prices on the GPO Form 910.** NOTE: The schedule of prices will prevail in instances where prices are inadvertently entered on GPO Form 910.

Bidder _____

(City - State)

By _____
Signature and title of person authorized to sign this bid)

Person to be contacted)

(Telephone Number)